

## Construction Office

### Matrix Showing Certifications Required to Receive Permanent Status to the Following Grades

Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Tr. Engineer Worker (S1)			Tr. Construction Tech. I (S4)			Tr. Construction Tech. II (S5)			Tr. Construction Tech. III (S6)			Tr. Construction Tech. IV (S7)		
Word Introduction: Creating Documents GEN 1315	R		Powerful Business Writing GEN 5170			Access Introduction: GEN 1301			Word Intermediate GEN 1315B			Word 97 Merge, Tables and Forms GEN 1316		
	T													
	C													
Excel Introduction: Creating Spreadsheets GEN 1305	R		**Advantage GEN 1200			**HRIS Training GEN 1242		04/03	Excel Intermediate GEN 1305B			Excel Charting GEN 1306		
	T							04/03						
	C							04/03						
Intro to Outlook 2000 GEN 1335	R		Pay Item Documentation TCH 3001			ZM, Communication Skills for Employees GEN 5200-5212 (3 Days)			Construction Office Qtys TCH 3012			Delivering Exceptional Customer Service GEN 5152		
	T													
	C													
**Payroll (BTS) GEN 1230	R		Introductory Applied Math TCH 3015			Intermediate Applied Math TCH 3016			Advanced Applied Math TCH 3017			Cost Estimating TCH 3011		
	T													
	C													
**2-Way Radio TCH 4808	R		Certified Payroll Workshop TCH3046			Highway Plans Reading TCH 3002			Asphalt Unit Price Adjustment TCH 3014			Complete Project Final (1)		
	T													
	C													
Daily Diary Documentation TCH3058	R		Construction Progress Estimate (CPE) TCH 3041			Force Account Documentation TCH 3000			Coaching Techniques TCH 3316		N/A	Construction Management Program (CMP) (CEMMS) TCH 3040		
	T										N/A			
	C										N/A			
	R											S.A.T.S Supplemental Agreements Tracking System TCH 3038		
	T													
	C													

**Legend: Dates R = Registered T = Training Completed C = Passed Certification N/A = Not Available**

**\*\* Not required for Field Reports**

(1) Federal Aid Project must be greater than \$1 million with asphaltic concrete. Project final submitted with accurate and complete documentation and no financial errors.

**May 1, 2007**